Copy Print Fax Scan Network

USB Print / Scan Easy Security Duplex Fast

MFX-C2280/C2880/C3680

PRINT

Feature Overview

MFX-C2280

MFX-C2880

MFX-C3680

BUSINESS-CLASS DOCUMENT SOLUTIONS

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Carbon Copy Printing

APPLICATION

Your customer has electronic order forms that need to be printed on multiple color pages.

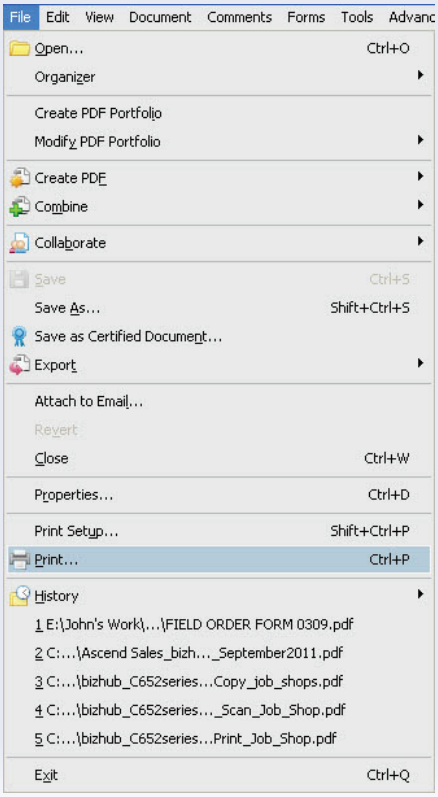
Example: The Company gets a **Yellow** page, shipping and receiving gets the **Pink** page, and customer would get the **Blue** Page. This feature will allow for this one document to be printed on different colored papers as to simulate carbon copy form they currently purchase.

HOW

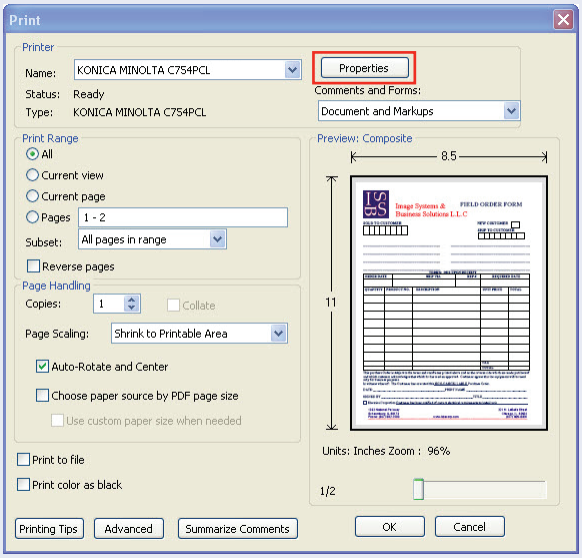
Pre-requisites

You will need an electronic order form (MS Word, excel or PDF) before beginning this job shop. Preload yellow paper, pink paper and blue paper in paper trays.

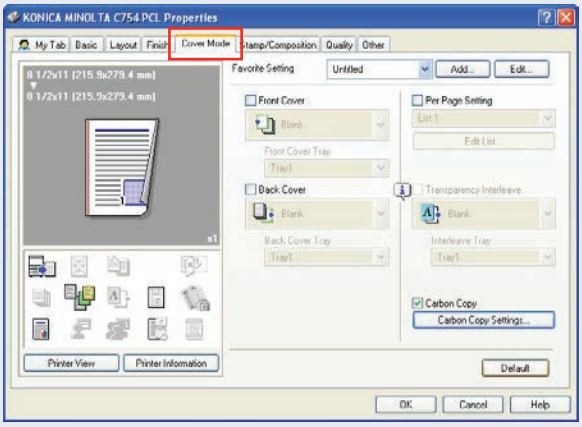
1. Open the form to be printed.
2. Select **File Print**.



3. Enter print driver through **Properties** tab.
4. Select the **Basic** tab.
5. Select the paper tray to be used for the first page of your document example White Paper (you cannot leave the paper tray field on Auto).

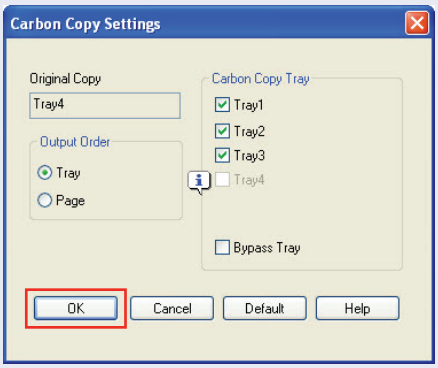


6. Select **Cover** tab.



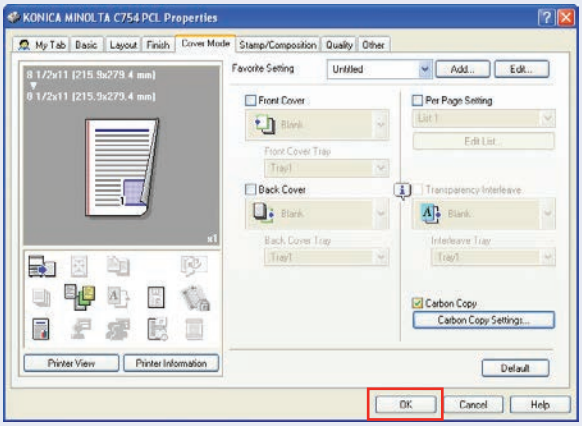
7. Select **Carbon Copy**.

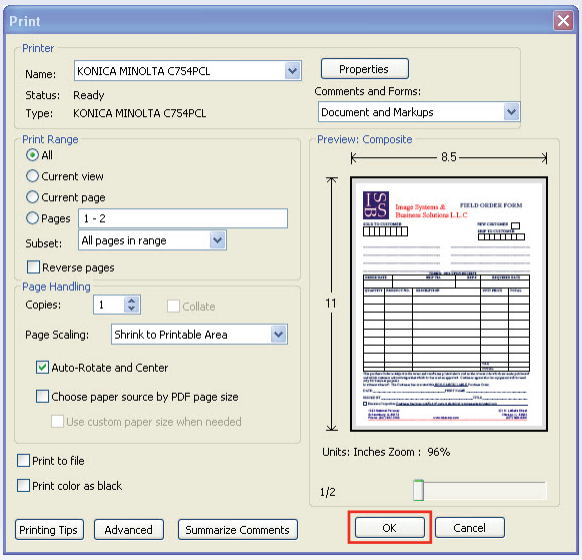
   NOTE: The tray you selected first will be grayed out.
8. Select the **Output Order** as **Tray**.
9. Select the **Tray(s)** you would like to use to print the carbon copies from (i.e. Tray 2, Tray 3).
10. Select **OK**.



11. Select **OK**.

12. Select **OK**.





SELLING POINTS

- Widely used in all companies to facilitate document workflow to easily identify each departments' documents.
- Provides customer with an alternative to purchasing expensive pre-printed forms.
- Allows for Print On Demand Forms reproduction when forms are changed. Eliminates the waste of unused forms.

Blank Page Removal

APPLICATION

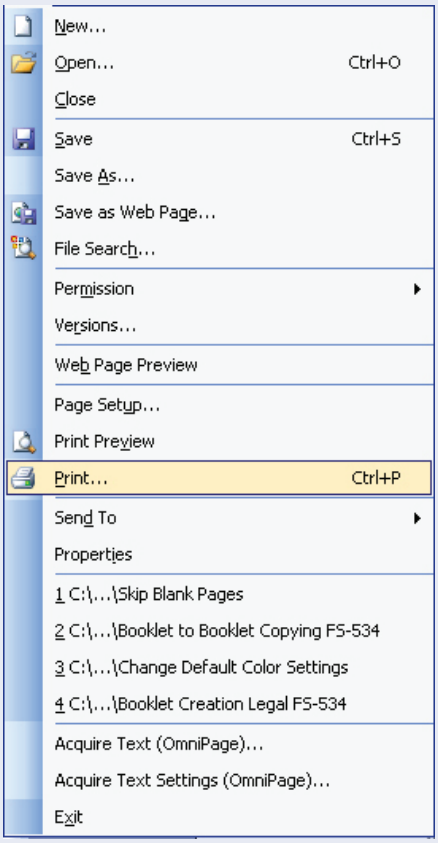
Your customer has electronic files that need to be printed. However, they have files with blank pages in them. The Skip Blank Page function will allow them to send the entire file and the file will be printed without printing the blank pages.

HOW

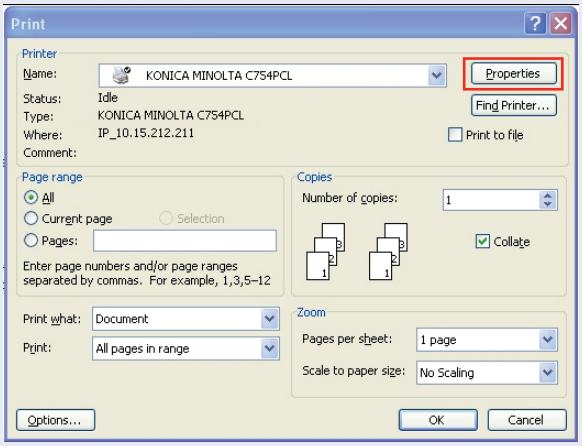
Pre-requisite

You will need an electronic file (MS Word or PDF) with blank pages before beginning this job shop.

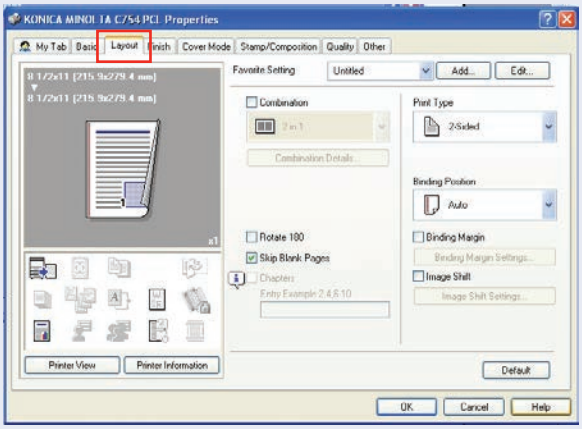
1. Open **File** with blank pages.
2. Select **File Print**.



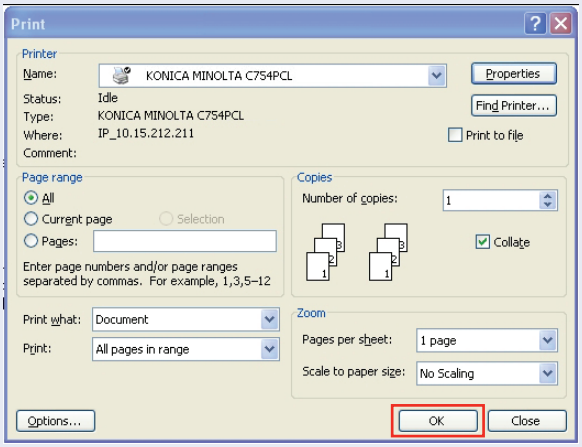
3. Enter print driver through **Properties** tab.



4. Select the **Layout** tab.



5. Place check mark in **Skip Blank Pages**.
6. Select **OK**.
7. Select **OK**.



LEGAL VERTICAL MARKETS

Qualifying Questions:

- Do you receive electronic files via email, FTP site, and cloud based server or on a CD that may contain blank pages?
- Did you know that our bizhub's have a feature to eliminate blank pages?

Useful Tips:

- Law firms receive a large amount of electronic files that have blank pages and this would be a very useful feature to discuss with the firm.
- Law firms consume a large amount of paper and many firms are concerned about the environment and are seeking green initiatives.

Changing the ICC Profile of the MFP (PostScript Driver Only)

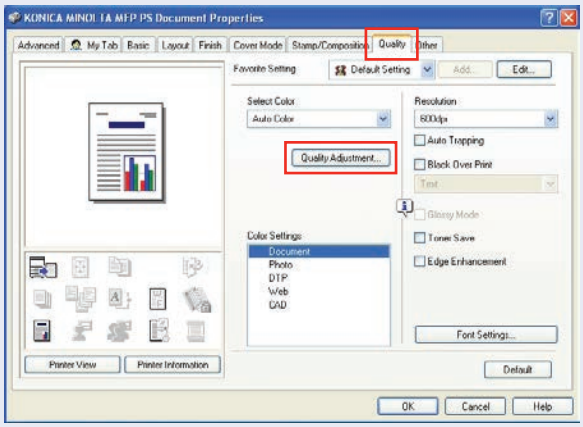
An ICC profile is a file that describes how a particular device reproduces color. ICC profiles are created for three types of devices: a display device (monitor), an input device (a scanner or digital camera), or an output device (a printer). So, in essence, an ICC profile is a “recipe” for optimum color based on how a device is manufactured. The ICC profiles of Konica Minolta devices can be changed to affect their color output.

APPLICATION

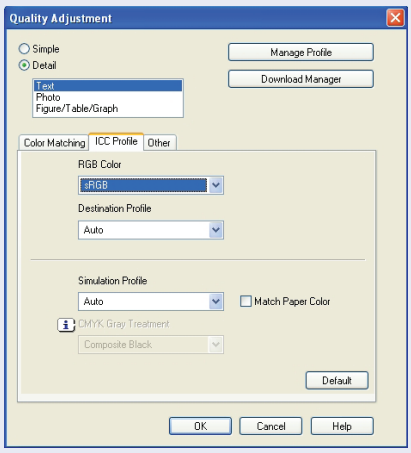
A company prints a lot of Powerpoint presentations and is not happy with their color quality. The PostScript print driver has several preloaded alternate ICC profiles available to be applied to a print job to change the quality of the color output.

Open a multi-page color document and from the **File** menu, select **Print**.

1. Select a **PCL Driver** for the bizhub and print a copy.
2. Select a **PostScript driver** for the same device.
3. Select **Quality** tab.
4. Select **Quality Adjustment**.



5. Click the **Detail** radio button.
6. Select the **ICC Profile** tab, look in the drop down and select the **sRGB** profile. Click **OK**.



NOTE: The sRGB ICC profile is designed to optimize the printing of MS Office files. Depending on the document, the color change could be dramatic or subtle.

7. Click **OK**.
8. If necessary, select **Print Range**, **Number of Copies**, etc.
9. Click **OK**.

Printing on Tabs

It is recommended that this be done on **Punched**, **Single Reverse** or **Reverse Collated**, **5 Print On Tabs**. Otherwise tabs will have to be manually reversed before printing.

The MFP will not punch holes in a print job when tabs are inserted so the entire job must be punched with a separate device for insertion into a binder.

The MFP will only pull tabs from the **Bypass Tray** and pulls from the top, so the tabs must be ordered with **Tab 1** towards the front of the MFP, **Tab 2** next from the front of the MFP, **Tab 3** next and so on.

AT THE DEVICE

1. From the **Copy** screen touch **Paper Settings**.
2. Select the **Bypass Tray**.
3. Touch **Change Tray Setting**.
4. Select **Index Paper**.
5. Touch **Close**.
6. Load **Tab Paper** in the **Bypass Tray** with the tabs facing **Out**.
   Multiple Sets can be printed at one time.

FROM THE COMPUTER

1. Create a blank **Word** document with the number of pages equaling the number of TABS to be printed (Example: 5 tabs equals 5 blank pages).
2. Click **File** and **Print**.
3. Click on **Properties** and go to the **Basic** tab on the print driver.
4. Select the **Original Size** as **8½ x 11 Tab**.
   *A **Confirm Settings Change** dialog box will open asking to change settings to **Paper Type = Tab** and **Print type = 1 Sided**. Click **Yes**.*
5. Select the **Cover Mode** tab on the print driver and select **Per Page Settings**.
6. Click on **Edit List** and select a List. It can be renamed if desired. The settings will stay in the print driver until changed or deleted.

7. The Default Setting is **5 Tabs** in a set. If other than 5 is required, select **Tab Paper Settings** and select the number of tabs in the dropdown menu. The driver will automatically position the tabs.
8. Select **Add**.
9. Assign the **Page 1** to the first **Tab**.
10. Select **Print Type** as **Print Insert**.
11. Select the **Paper Tray** to be the **Bypass Tray**.
12. Click on **Tab Paper** and select **Use**.
13. In the **Text On Tab** area, type the name of the Tab.
14. To change the font, orientation or color of the text, select **Tab Text Details**.
15. Repeat steps 8 through 14 until finished.
16. Click **OK** 3 times to send the print job to the MFP.

LEGAL VERTICAL MARKETS

Type of Document Generated:

- **Legal Briefs** – A legal brief is a document used to submit an argument to a court. Briefs are generally written by lawyers and are intended to persuade the court to rule in your favor on a particular issue.
- **Pleadings** – Pleading is a formal written statement filed with a court by parties in a civil action, which states what claims and defenses are at issue, pleadings establish the issues to be decided by the court.

Qualifying Questions:

- Are you buying Tabs to use for legal briefs or pleadings?
- Are you using a vendor to outsource the Tabs that your firm needs for legal briefs and pleadings?

Useful Tips:

- MFPs that can print Tabs are a big win in the legal industry.
- Law firms that argue cases in court often times use Tabs for legal briefs and pleadings.
- Legal briefs and pleadings contain supporting evidence for a case such as: police reports, medical records, affidavits (i.e. sworn testimony of witnesses), expert reports and Tabs separate the evidence into sections.

Inserting Tabs into a Print Job

It is recommended that this be done on **Single Reverse** or **Reverse Collated**, **5 Print On Tabs**. Otherwise tabs will have to be manually reversed before printing.

The MFP will not punch holes in a print job when tabs are inserted so the entire job must be punched with a separate device for insertion into a binder.

The MFP will only pull tabs from the **Bypass Tray** and pulls from the top, so the tabs must be ordered with **Tab 1** towards the front of the MFP, **Tab 2** next from the front of the MFP, **Tab 3** next and so on.

AT THE DEVICE

1. From the **Copy** screen touch **Paper Settings**.
2. Select the **Bypass Tray**.
3. Touch **Change Tray Setting**.
4. Select **Index Paper**.
5. Touch **Close**.
6. Load **Tab Paper** in the **Bypass Tray** with the tabs facing **Out**.
   Multiple Sets can be printed at one time.

FROM THE COMPUTER

1. When **Tabs** will be inserted as part of a multipage print job.
2. Once document is ready to print, if it is required that the first tab come before page 1 of the document, a blank page must be inserted at the front of the document.
3. To create a 25 page test document, open **Microsoft Word** and type **=rand(101,20)**. Go to the very front of the document and insert a blank page.
4. Click **File** and **Print**.
5. Click on **Properties**. On **My Tab** or the **Layout Tab** select **1 Sided**.
6. Select the **Cover Mode** tab on the print driver and select **Per Page Settings**.

7. Click on **Edit List** and select a List. It can be renamed if desired. The settings will stay in the print driver until changed or deleted.
8. The Default Setting is **5 Tabs** in a set. If other than 5 is required, select **Tab Paper Settings** and select the number of tabs in the dropdown menu. The driver will automatically position the tabs.
9. Select **Add**.
10. Assign the page 1 to the first **Tab**. This will place the **Tab** after page 1 (the blank page) so that it is before the printed pages in the document. For the remaining **Tabs**, the MFP will insert the **Tab After** the page number specified.
11. Select **Print Type** as **Insert Blank Sheet**.
12. A dialog box will open asking to confirm settings change. Click **Yes**. This will change the Paper Tray to the Bypass Tray.
13. Click on Tab Paper and select **Use**.
14. In the Text on Tab area, type the name of the Tab to change the font, orientation or color of the text, select **Tab Text Details**.
15. Repeat steps 5 through 9 until finished. Insert subsequent tabs after pages 5,12,16 and 20. (Tabs will be pages 2,6,13,17,21 in the document).
16. Click **OK** 3 times to send the print job to the MFP.

Bluetooth™ Printing — Mobile Printing

Pre-requisites

The MFP must be equipped with the optional Bluetooth printing capabilities
(

Prior to the customer setting up the MFP for Bluetooth printing, an authorized
Service technician must enable this function
in Service Mode (Service Mode ➜ System 2 ➜ Bluetooth Setting ➜ Effective).

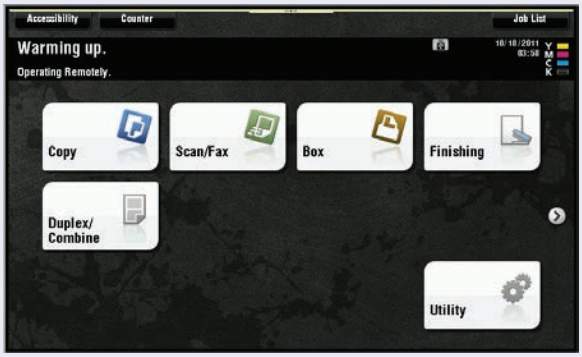
APPLICATION

Customers can download files from the internet on their mobile phone and print the files directly from the MFP with Bluetooth technology.

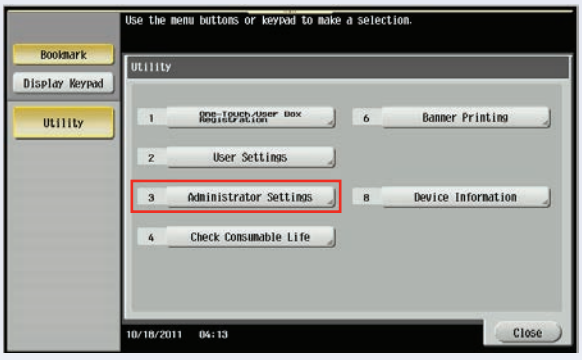
INSTRUCTIONS

Once the Bluetooth function has been enabled in Service Mode, it needs to be enabled via Administrator Mode.

1a. Press the **Utility Icon** key.

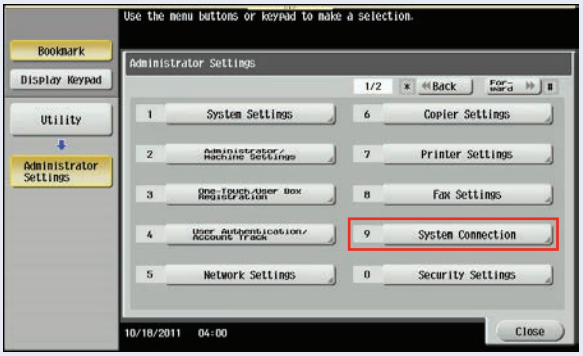


2a. Touch **#3 Administrator Settings**.

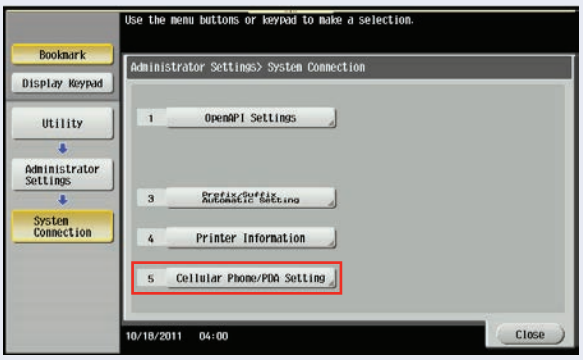


3a Enter **Password** and touch **OK**.

4a. Touch **#9 System Connection**.



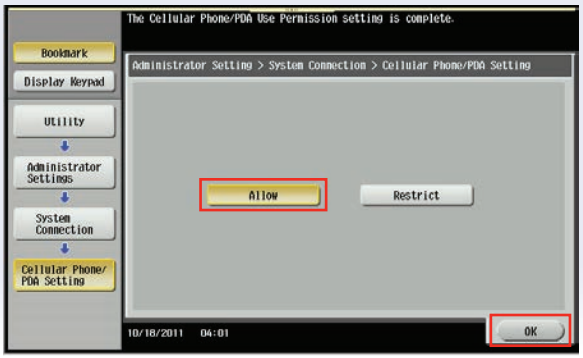
5a. Touch **#5 Cellular Phone/PDA Setting**.



6a. Touch **Allow**.

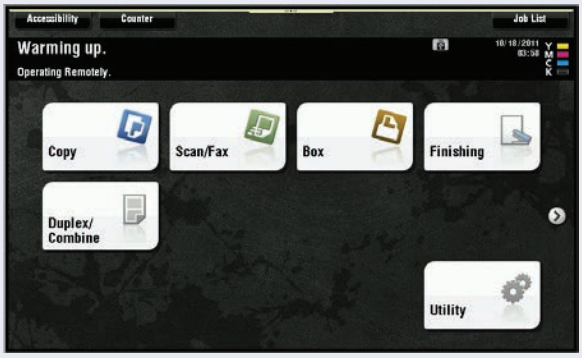
7a. Touch **OK**.

8a. Touch **Close** 3 times until you return to the **Main Screen**.

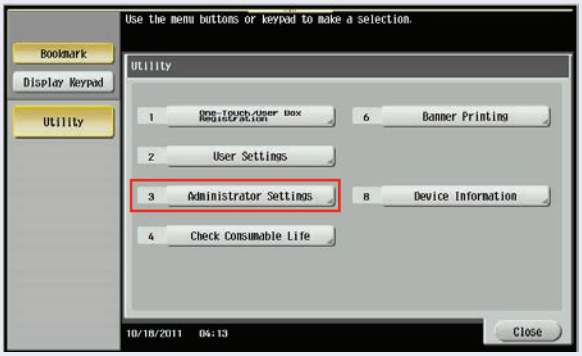


Now that you've programmed the MFP to "allow" communication with a cell phone or PDA, we have to enable Bluetooth communication via the Administrator Mode.

1b. Press the **Utility Icon** key.



2b. Touch **#3 Administrator Settings**.



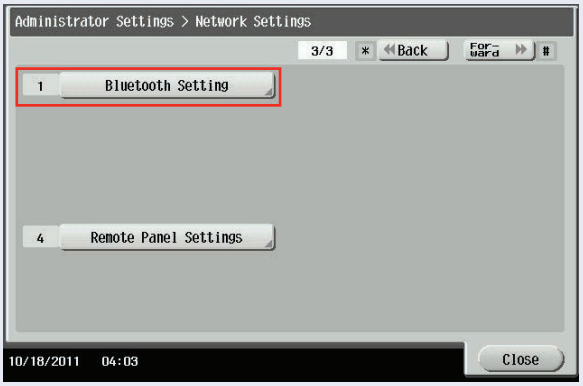
3b. Enter **Password** and touch **OK**.

Use the keyboard or keypad to type in the Administrator Password. Press [C] to clear the entered Administrator Password.
Utility > Administrator Settings
Space
Shift
10/18/2011 03:59
Cancel
OK

4b. Touch **#5 Network Settings**.

5b. Touch **Forward (▶▶) Arrow** to advance to second screen **(3/3)**.

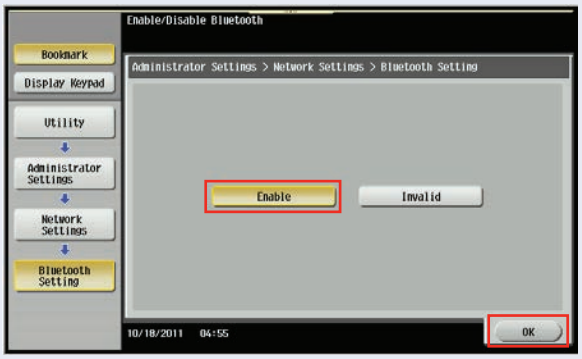
6b. Touch **Bluetooth Setting**.



7b. Touch **Enable**.

8b. Touch **OK**.

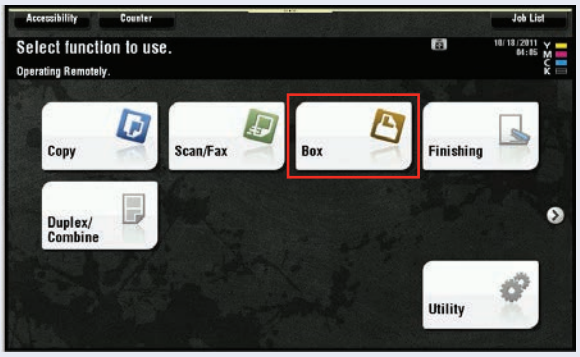
9b. Touch **Close** 3 times until you return to **Main Screen**.



PRINTING VIA BLUETOOTH COMMUNICATION

1c. Press **Box Icon**.

2c. Touch **System**.



3c. Touch **Mobile/PDA**.

4c. Select **Print List**.

NOTE: Prior to printing, you can check the selected printer settings (Color, Paper Size and Duplex/Combine).

5c. Pair your cellular phone or PDA with the **MFP**. Your phone should auto-discover the MFP.

NOTE: If you need to access a file at a later date, you can "Save to User Box" instead of printing the file.

NOTE: Your phone/PDA must support Bluetooth printing not just Bluetooth technology for a headset.

NOTE: You must be within 25 feet of the MFP for your device to discover the MFP.

6c. Enter **PIN Code** into your phone/PDA.

7c. Continue the print/send process to the MFP for your particular device.

NOTE: If you want to send multiple files leave the MFP set on the PIN Code screen and do not exit out.

LEGAL VERTICAL MARKETS

Useful Tips:

- Attorneys can download documents from a popular site such as *www.dropbox.com* where documents are held or any other internet site and print them on the MFP.
- Attorneys who have multiple offices that they travel to can benefit from Bluetooth Printing.

Web Connection Direct Print

OVERVIEW SUMMARY APPLICATION

The Web Connection Direct Print function is a convenience feature that allows users to web into the MFP and print documents without having to launch the application and open the selected document; or use File Print to open the print driver. Users have immediate printing access, which can be enhanced with a number of Basic Settings. The following procedure steps you through the selection of the necessary settings using the web-based access to output documents using Direct Print.

APPLICATION

Your prospect is a small stencil-making company who prints instructional product inserts on a regular basis for their packaging. These documents rarely change and are stored with a PDF file extension on their server. The graphic design manager at this company wishes to print these documents on demand without having to launch any application. You've suggested using Web Connection Direct Print. Since this seems like a good idea your prospect has asked you to show them how.

HOW

Pre-requisites

System Requirements

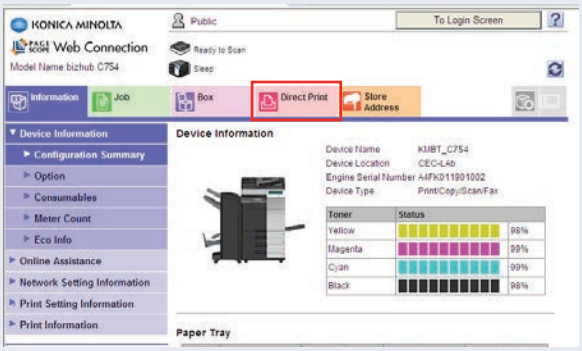
- MFP must be networked.
- Must have a PC that will access the MFP and allow access to the Web Connection Utility using a PostScript standard web browser.

Job Requirements

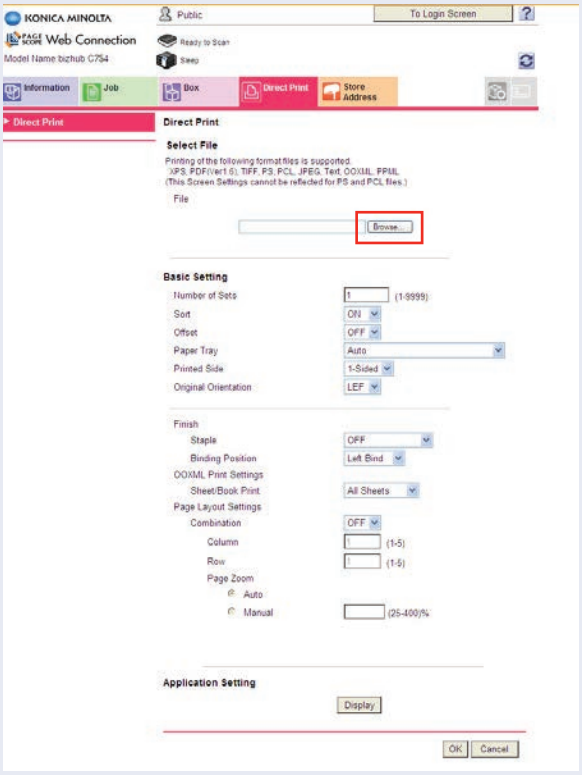
- Any digitized document that has the following file formats: XPS, PDF v1.6, TIFF, PS, PCL, JPEG, Text, OOXML, PPML.
- Note: Microsoft Documents are native only to Microsoft and will not print using the Direct Print function. i.e. Word, Excel, PowerPoint, Publisher Documents, Visio Documents.

1. Launch **Internet Explorer** or **Firefox**.
2. Type in the **IP Address of the bizhub MFP** you want to print to.

3. Click on the **Direct Print Icon** indicated in the graphic to the right.

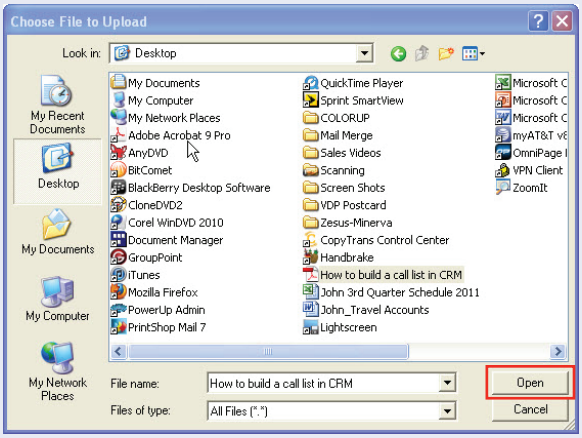


4. Go to **Select File** and click on the **Browse** button.

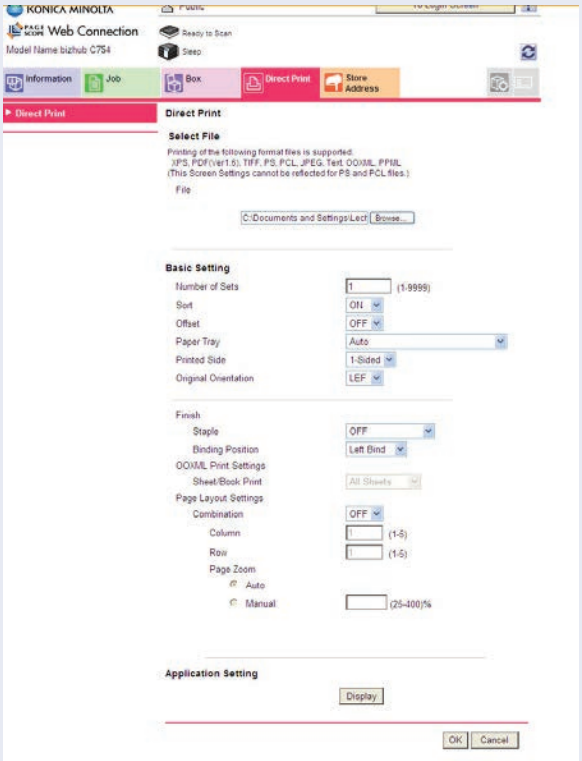


5. When the **Browse** dialog box opens, select a multi-page file by clicking on it and then click **Open**.

   NOTE: Ensure that the selected file is a supported file format.

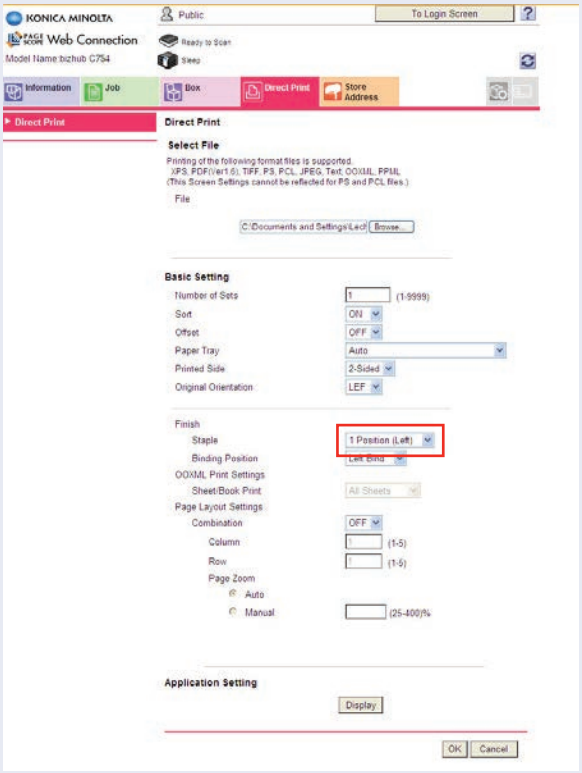


6. Notice that you will now see the **File Name** appear in the **Browse** text field.

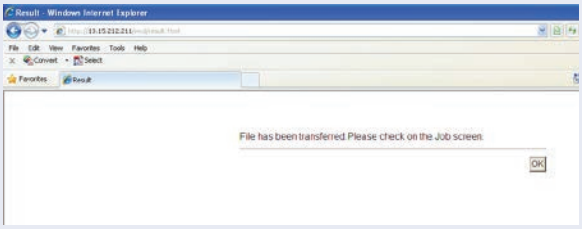


7. Change the **Basic Settings** to **2-sided** and **1-position (left) Staple**.

8. Select **OK**.



9. When the window appears indicating the file has printed, click on **OK** to return to the **Direct Print** menu.



Print from a USB Thumb Drive

WHAT & WHY

Once you have stored your files in your USB Thumb Drive you can print PDF, JPEG, TIFF and XPS files – all you need to do is to plug in your USB device in the front right corner of the MFP.

This function allows you to print files without accessing a PC. Data is now very portable.

PRECAUTIONS: Double-sided printing, punching, and stapling of JPEG and XPS format files is not possible.

If double-sided printing is selected for PDF and TIFF format files, then these will be printed as left bound.

If two or more sets of double-sided printing with stapling, or punching are selected, then the binding direction can be selected in the settings to specify the staple and punch location.

A maximum of 255 files of a format that can be printed can be displayed within the folder in the specified file path. If there are 256 or more files within a single folder, then display of the file list screen may become slower.

APPLICATION

Your client will be traveling to his client's office for a meeting where he knows there is a MFP. He does not want to carry the print-outs with him. He asked you whether he can print them there.

HOW

Pre-requisites

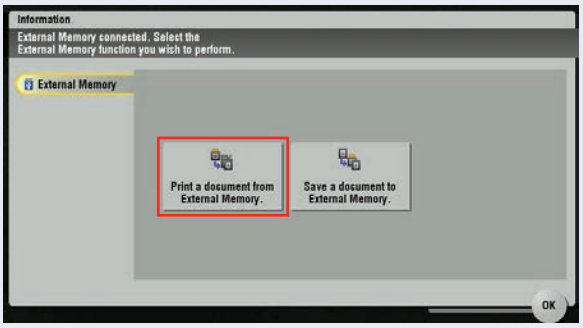
You will need a USB Thumb Drive that contains your PDF, JPEG, TIFF and XPS files.

1. Plug in your **Thumb Drive** into the MFP's **USB Port**.

   Note: The USB port is located at the upper right side of the device towards the front.

2. A screen comes up on the MFP that tells you an external memory is connected. Touch **Print Document from External Memory**.

3. Files on your **Thumb Drive** will appear on the MFP's screen.

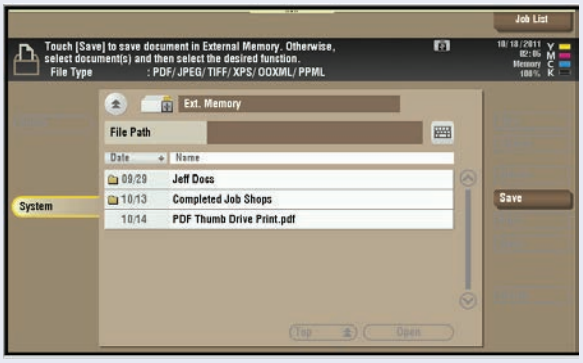

Information
External Memory connected. Select the External Memory function you wish to perform.
External Memory
Print a document from External Memory.
Save a document to External Memory.
OK

EXTERNAL MEMORY PRINTING — OPERATING PROCEDURE

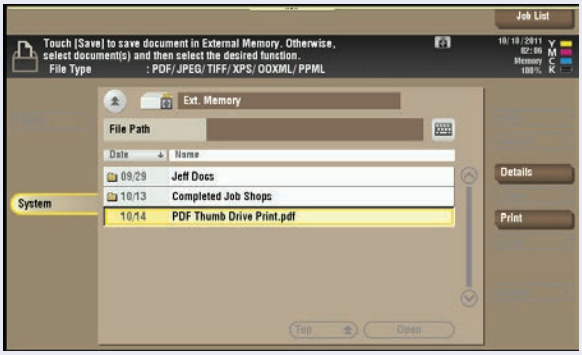
1. Touch the desired folder (or file).
2. Touch **Open** (if you **Select** a folder).

   NOTE: If it is a file you can print, touch the Print tab on the right. Only files in a format that can be printed are displayed.

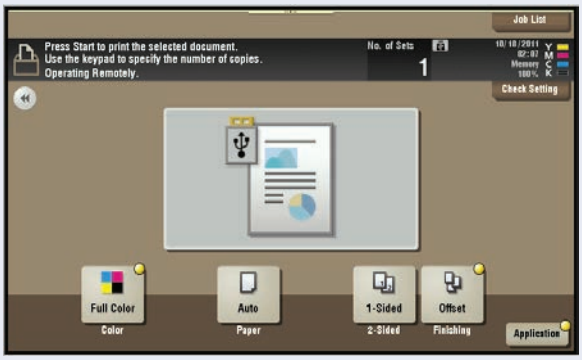
3. Select desired original file.



4. Touch **Print**.
5. **Basic & Application** screen comes up.



6. If necessary, specify any other print settings by touching **Color** tab, **Paper** tab, **2-Sided** tab or **Finishing** tab.
7. Press **Start**.



SELLING POINTS

- The ability to print documents from any source.
- Enable print shop environments to handle versatile media to generate output.
- No laptop boot up required.
- Can I have that file? — quick print.
- Load files on thumb drive – go to meeting – download at device – no PC required.
- Real Estate – upload house to prospect.
- Financial/Mortgage – Loan documents, supporting documentation, capture information, electronic file.
- Legal – in the courtroom, print necessary documents on the spot from files on USB. No need to recess and reconvene just for documentation – reduces court costs.
- Medical vertical – Multiple MFPs not networked, different domains, Scan-Print.
- Local Mom/Pop Stores, UPS stores, PFP applications.
- Me Too!! Toshiba, Sharp etc. already has it.
- Carry large print files from office to office.
- Portable backup of important job.
- With our high-speed scanner – convenience.
- To make it difficult for unauthorized personnel, when public user is ON – external memory must be off.

LEGAL VERTICAL MARKETS

Useful Tips:

- Legal Professionals travel to court, their other offices, client offices, etc. and having the ability to print documents from a USB is useful.

EDUCATIONAL VERTICAL MARKETS

Useful Tips:

- Quickly and easily print out JPEGs PDF and TIFF files for class last minute by simply plugging your USB drive into the MFP.

Multi Page Tri-fold Creation — PCL Print Driver

Pre-requisites

NOTE: The tri-fold function cannot be specified when the staple, punch, or saddle stitch function is specified.

APPLICATION

Sometimes an end user will have a multi page document prepared for folding such as a letter or letter with a flyer or a rebate special, etc. They may want to print this document, either single-sided or double-sided and apply a tri-fold to finish the document for placing in envelopes. They want to place the image(s) of their digital file on Letter Size Paper (8.5" x 11").

PROCEDURE

Open or create a 3-page original document; the page size must be **8.5" x 11"**. Paper must be installed in one of the drawers or the Bypass Tray **Landscaped (SEF)**.

TO SET UP A TRI-FOLD IN PRINT MODE

NOTE: You can specify the procedure for adjusting the binding position for duplex printing.

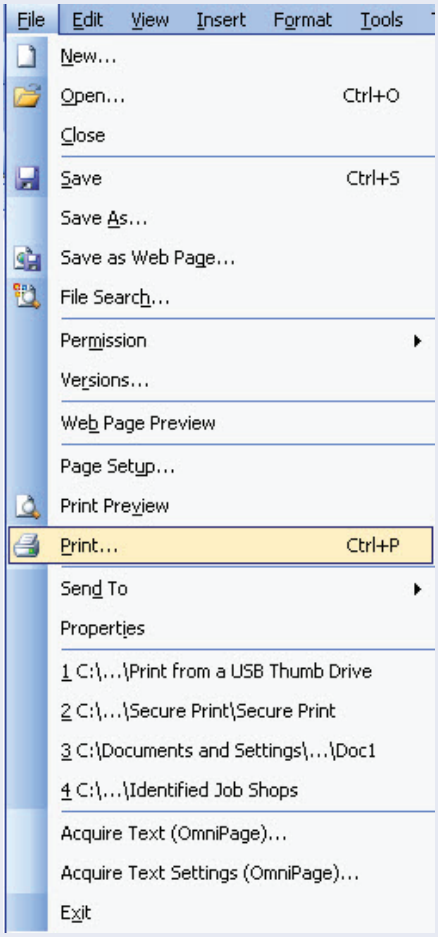
If “Prioritize Arranging Papers” is selected, all pages can be processed to a suitable quality by this machine because the binding position is adjusted after all the print data is received. If “Prioritize Productivity” is selected, the printing process is performed efficiently because the binding position is adjusted while the data is printed simultaneously as it is being received. If you want to increase the print efficiency, select “Prioritize Productivity.”

TO SET UP A TRI-FOLD IN PRINT MODE

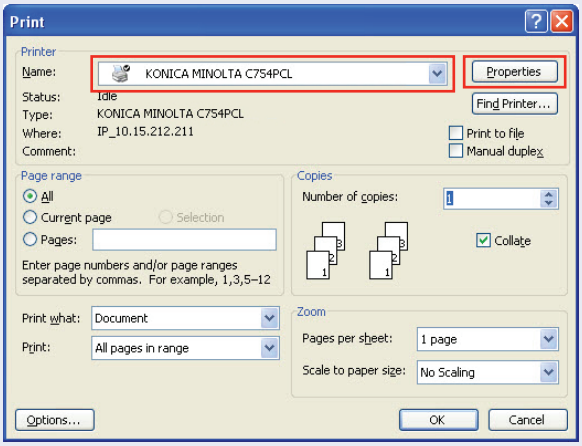
Steps/Keystrokes:

Open the File:

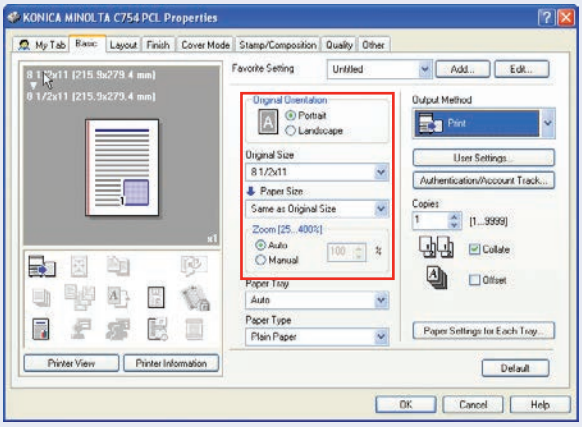
1. Type your name and some text on every page of the document.
2. From the **Dropdown** menu, choose **File** and **Print**.



3. Go to the **Printer Name** box and choose the **Konica Minolta MFP PCL Printer**.
4. Click on **Properties**. From the **Basic** tab, you will create your finishing and output choices.

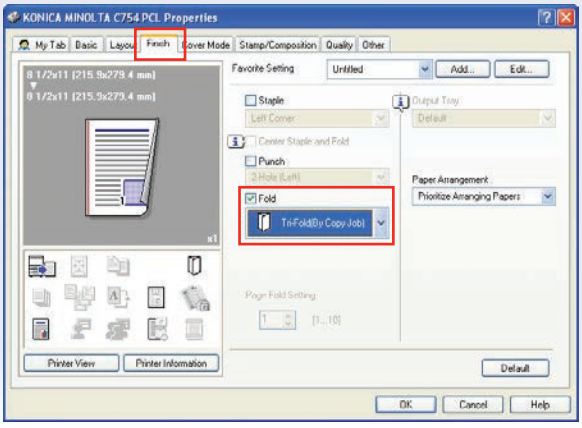


5. Ensure that the **Orientation** is set to **Portrait**.
6. Ensure that **Original Size** dropdown menu to indicate **8.5" x 11"**.
7. Leave **Paper Size** on **Same as Original Size**.
8. Leave **Paper Tray** on **Auto**.



9. In the upper right side of the print properties; leave output method on **Print**.
10. Click on the **Finishing** tab.
11. Click on **Fold**.
12. From the **Fold** dropdown menu, click on **Tri-fold** (By Copy).

NOTE: This selection folds all of the pages together at one time (maximum 3 sheets can be tri-folded). The other selections fold each page separately.



13. Leave **Paper Arrangement Field** at the **Prioritize Arranging Papers** default.

14. Click on **OK**.

15. Click **OK**.

16. Go to the bizhub MFP to retrieve your document.

Secure Print — PCL Print Driver

SECURE PRINT

A user selects Secure Print at the print driver when the user needs to print a document that only they must retrieve from the MFP output tray. The document will be "printed" to a secure User Box and cannot be accessed, printed, or even viewed without first entering its authentication data at the MFP.

Secure Print is a very powerful feature as it allows security control of a document "on the fly." The security data is imposed on the document in the print driver as a one-time function that applies only to that specific printing of that specific document at that specific time. No prior programming is required to use Secure Print.

'OPTIONAL' PRE-REQUISITES

NOTE: The ID and password that is required for "Secure Print" in the print driver can be pre-registered by clicking the [User Settings] button under "Output Method" in the Basic tab. If the ID and password are already registered, the dialog box to enter the ID and password does not appear when "Secure Print" is selected. When password rules are enabled on the bizhub MFP, the passwords that can be used for secured printing are limited and the jobs are deleted when a password that does not comply with the password rule is entered. For the password rules, refer to the User's Guide [Copy Operations].

APPLICATION

Your end user has a document prepared and wants to print the document to the MFP. However, they do not plan on retrieving the document until later in the day. They need to have the document safeguarded from other people in the organization being able to view or retrieve it.

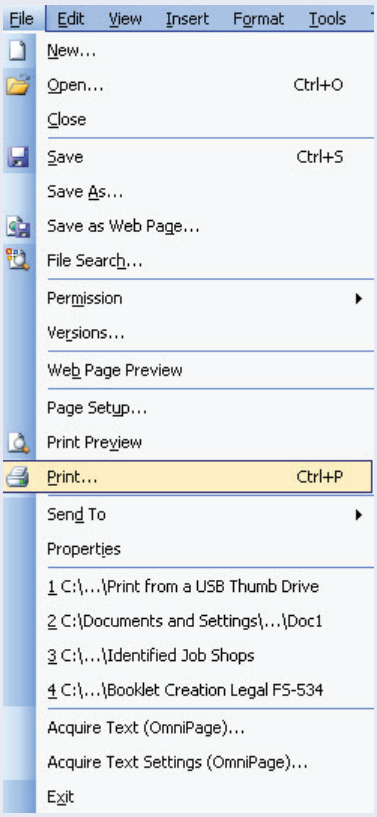
PROCEDURE

TO SET UP A "SECURE PRINT" IN PRINT MODE

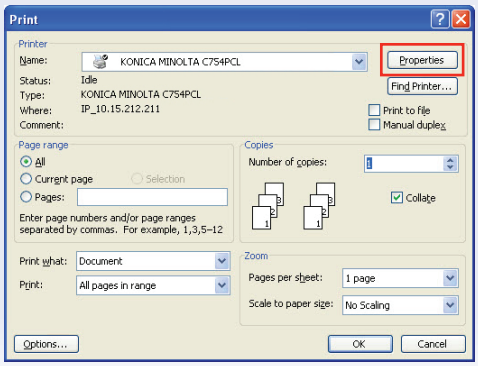
Steps/Keystrokes:

Open the File (in this case a new Word document):

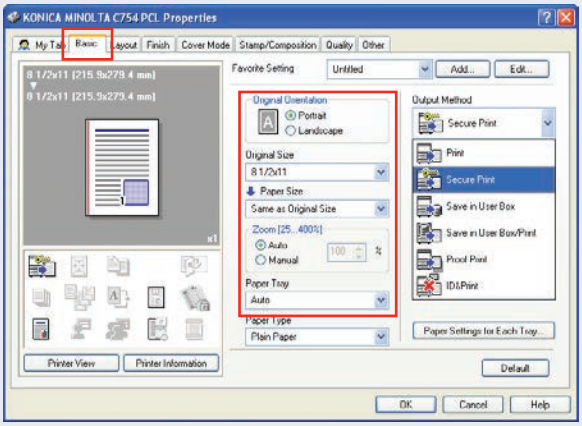
1. Type your name on the document.
2. From the **Dropdown** menu, choose **File**, and **Print**.



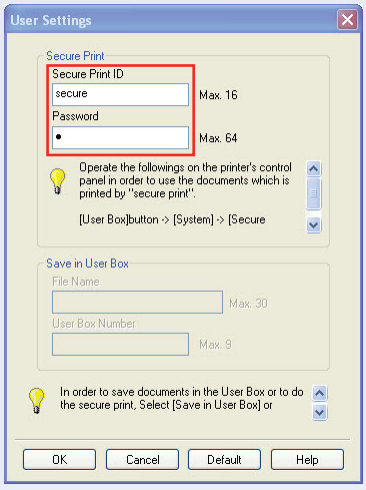
3. Go to the **Printer Name** box and choose the **Konica Minolta MFP PCL Printer**.
4. Click on **Properties**.



5. From the **Basic** tab, confirm **Original Orientation** indicates **Portrait**.



6. Leave **Paper Size** on **Same as Original Size**.
7. Leave **Zoom** on **Auto**.
8. Confirm **Paper Tray** on **Auto**.
9. On the upper right side of the **Basic** tab you will see the **Output Method** dropdown menu; change the output method from **Print to Secure Print** (2nd field listed).
10. A **User Settings** dialog box will open.
11. Enter **Secure** as the **Secure Print I.D.** and **x** as the **Password**.
12. Click **OK** three times.


User Settings
Secure Print
Secure Print ID
secure
Max. 16
Password
Max. 64
Operate the followings on the printer's control panel in order to use the documents which is printed by "secure print".
[User Box]button -> [System] -> [Secure
Save in User Box
File Name
Max. 30
User Box Number
Max. 9
In order to save documents in the User Box or to do the secure print, Select [Save in User Box] or
OK
Cancel
Default
Help

"Output Method" menu is where you designate your document to be printed in "Secure Document" mode.

EDUCATIONAL VERTICAL MARKETS

Useful Tips:

- Protect student data and information by printing to a secure User Box that cannot be accessed, printed or viewed without entering its authentication data at the MFP.

Retrieving a Secure Print

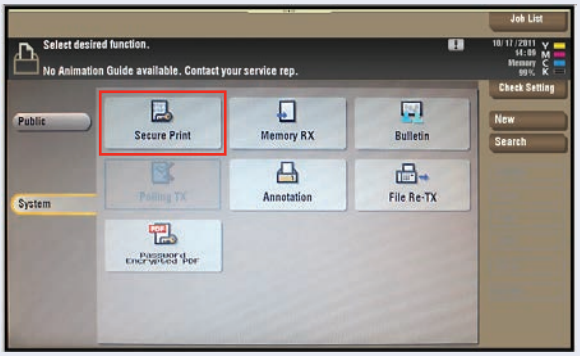
NOTE: Secured documents are automatically deleted as soon as they are printed, or after a set length of time after they are registered. The default setting is specified as "1 day." The setting can be specified in the administrator mode so that it can be set to best meet the customer's needs. For details, refer to "To specify the 'Secure Print Document Delete Time Setting' parameter" on page 10-34 of the Print Operations User's Guide.

A secure document that was printed can be deleted manually in the Administrator mode. For details, refer to "To delete secure print documents" on page 10-33 of the Print Operations User's Guide.

For details on specifying a setting for "Secure Document Access Method," refer to Copy Operations User's Guide.

1. Press the **Box** icon on the **Home Screen**.
2. Select **System**.

3. Select **Secure Print**.



4. Type in the **Document ID** that you entered in the print driver – (in this case, Secure).

5. Type in the password for the **'Secure Print Document'** – (in this case, **x**), touch **OK**.

6. Select the document by touching the **Thumbnail** and touch **Print**.

7. Press the **Start** key in the control panel (To cancel printing the job, touch **Cancel**).

8. The document is printed. If necessary, the print conditions can be changed.

Placing a Watermark on a Print Job

Pre-requisites

You will need a Word document or any document ready to print from your PC.

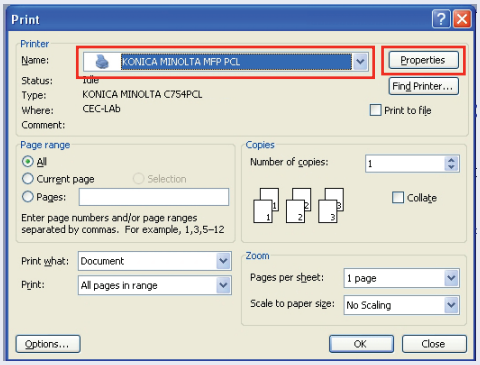
APPLICATION

Your customer wants the ability to place watermarks such as Confidential, Do Not Copy, Draft and Proof, etc. on certain printed documents.

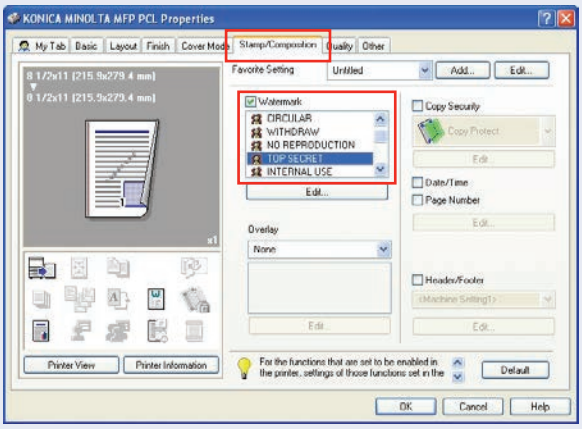
CREATE A WATERMARK FROM THE PCL PRINT DRIVER

Steps/Keystrokes:

1. From the document select **File**.
2. Select **Print**.
3. Select the **MFP PCL** print driver.
4. Click on **Properties**.



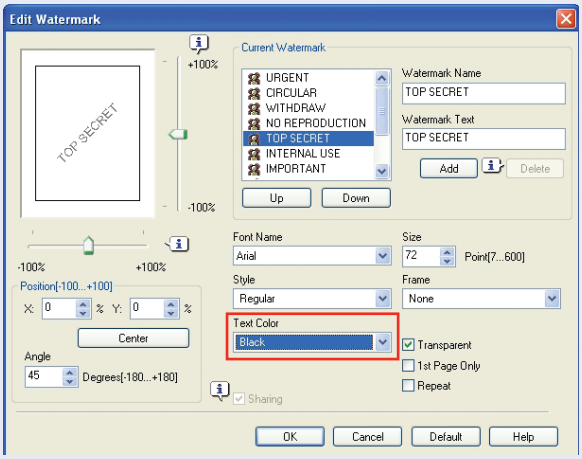
5. Select the **Stamp/ Composition** tab.
6. Check **Watermark**.
7. Select **TOP SECRET** from the dropdown menu.



8. Select **Edit** under **Watermark**.
9. Under **Text Color** select **Black**.

NOTE: "Text Color" option is not available for bizhub monochrome MFPs.

10. Under **Angle** type **45**.
11. Click **OK**.
12. Click **OK**.
13. Click **OK**.



LEGAL VERTICAL MARKETS

Qualifying Questions:

- Do you have legal documents that you want to mark: Confidential, Draft, Do Not Copy, and Attorney's Eyes Only?

Useful Tips:

- Attorneys work on legal cases and draft up pleadings, briefs and many legal documents that are not ready to be distributed and are marked as Confidential, Draft, etc.

Booklet Creation from the PCL Print Driver

Pre-requisites

You will need an eight page, 8.5" x 11" Word document with text. In addition, you must load legal size 8.5" x 14" paper in one of the paper trays.

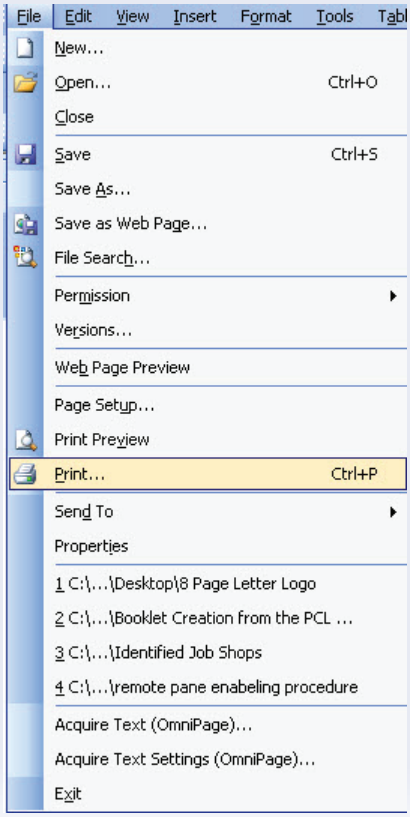
APPLICATION

Your customer has to create an 8.5" x 14" stapled and folded booklet from a word document that is 8.5" x 11".

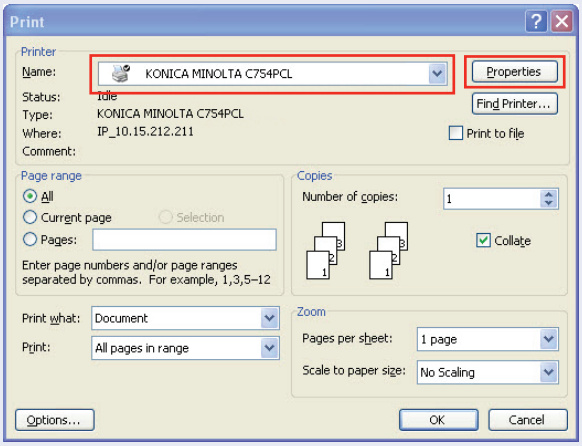
TO SET UP BOOKLET CREATION FROM THE PCL PRINT DRIVER

Steps/Keystrokes:

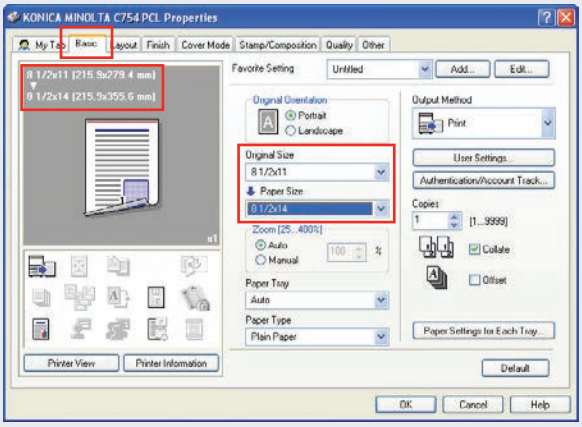
1. From your **Word Document** select **File**.
2. Select **Print**.



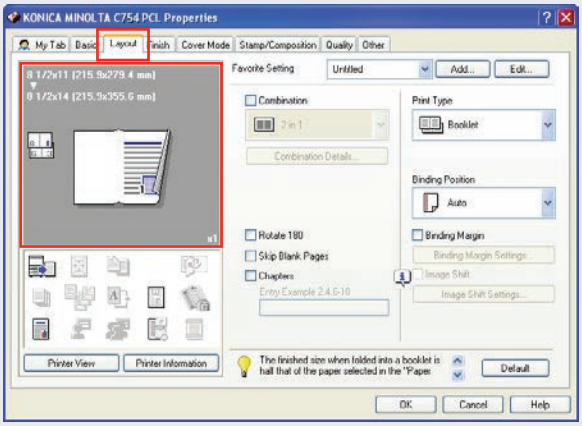
3. Select the **MFP PCL Print Driver**.
4. Click on **Properties**.



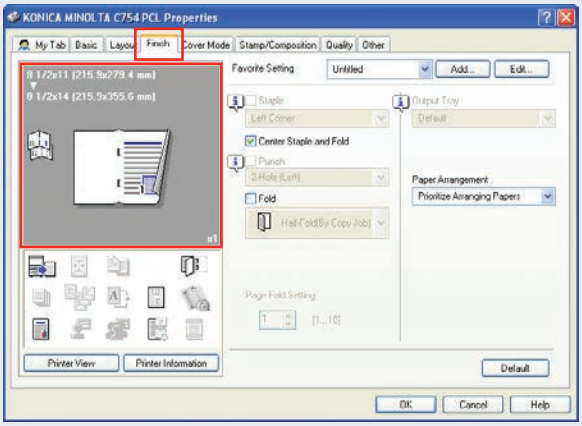
5. Under the **Basic** tab the **Original Size** should be set to **8.5" x 11"** and the **Paper Size** should be set to **8.5" x 14"**.
6. Notice the view of your selection in the upper left corner of the print driver. This confirms your selection of an **8.5" x 11"** original to an **8.5" x 14"** output.



7. Click on the **Layout** tab, go to **Print Type** dropdown menu and select **Booklet**.
8. Notice the view of your selections in the upper left corner of the print driver.
9. It now shows the original size, the output size, and the booklet selection.



10. Under the **Finish** tab, select **Center Staple and Fold**.
11. Notice the view of your selections in the upper left corner of the print driver.
12. Click **OK**.
13. Click **OK** again and your booklet will be delivered to the booklet output tray.



EDUCATIONAL VERTICAL MARKETS

Useful Tips:

- Create custom marketing materials, newsletters and other brochures to market and promote events, keep parents and the local community informed of recent and relevant news at schools or universities.

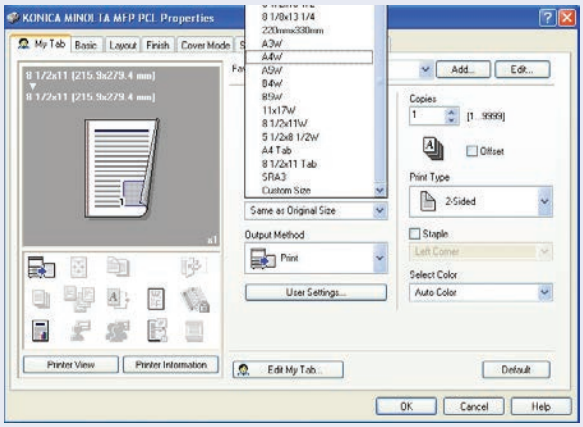
Banner Printing via Emperon Controller

Pre-requisites

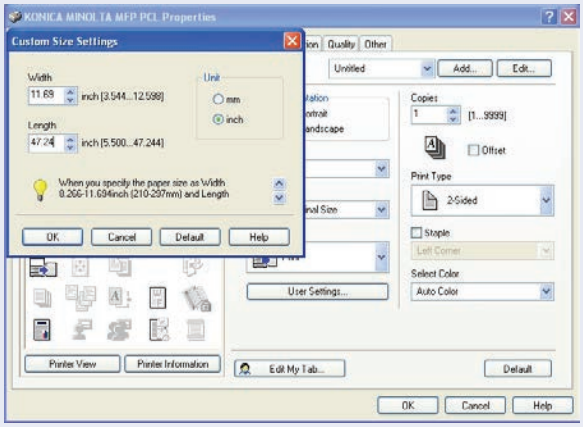
You will need one banner size original with text or graphics in digital format. If you don't already have a file, Powerpoint is the easiest program for creating a banner and doesn't require a change to the system settings of the print driver. You will also need banner sized paper to feed into the bypass tray.

CREATE A BANNER

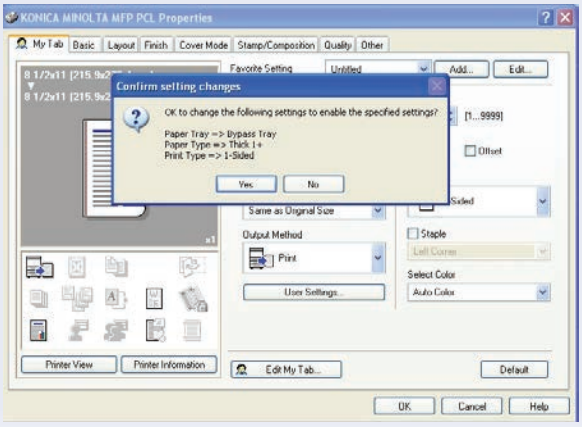
1. Open a blank **Powerpoint Document**.
2. Click **File** and **Page Setup**.
3. Select **Landscape** as the **Slide Orientation**.



4. Select **Original Size** and select **Custom Size Settings**.
5. Enter the **Width** as **11.69"** and the **Length** as **47.24"**.
6. Check **OK**.

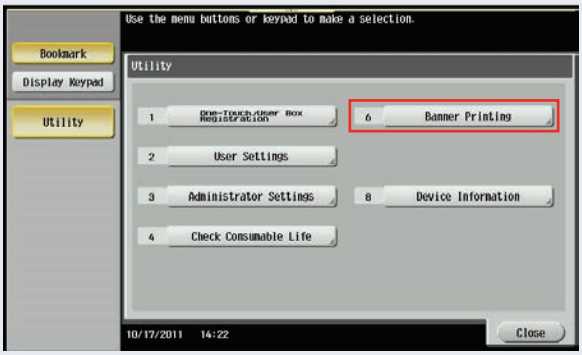


7. Add pictures and/or text to customize your banner.

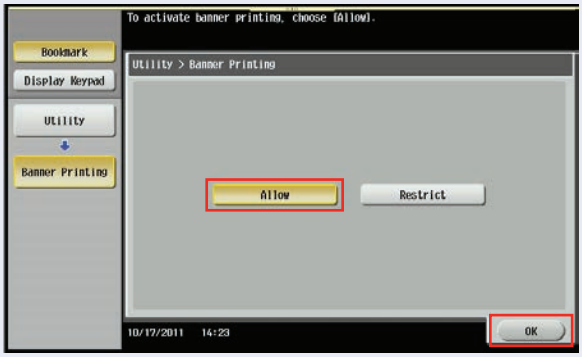


AT THE MFP

1. Touch the **Utility** icon on the **Home Screen**.
2. Touch **Banner Printing**.



3. Touch **Allow**.
4. Touch **OK**.
5. Place banner paper in the bypass of the MFP (be careful to adjust the paper guides precisely to the correct setting).



PRINTING THE BANNER

1. Open your banner original.
2. Click **File/Print**.
3. Choose the **MFP Printer**.
4. Click **Properties**.

   NOTE: The proper size of the banner paper is not displayed at this time if you are starting at this point. Steps 5 through 10 are a review of the steps covered in the "Create a Banner" section of this Job Shop.

5. Click **Original Size**. Remember your original document should be in banner format.
6. Scroll down to **Custom Size**.
7. Click **Custom Size** – a dialogue box will open.
8. Enter the **Width** and **Length** of the banner paper (in this case **11.69"** wide x **47.24"** long).
9. Click **OK**. A dialog box will appear to **Confirm Setting Changes**. Click **Yes**.

   NOTE: Banner Printing can only be done on Thick 1 paper. The printer driver will automatically choose this setting.

10. Click **OK**.

    NOTE: The size of the banner is now properly displayed in the Preview window.

11. Click **OK**. The MFP may display the message; *"Correctly position the paper in the bypass tray."* If so, pull the paper out and reset it. Make sure the paper is resting on the paper sensor on the bypass tray. When the **Complete** key activates, the MFP is ready to print. Touch **Complete**.
12. Exit **Banner Mode** when the print job is complete.
13. Touch **Yes** to confirm.

    NOTE: It is necessary that banner pages in excess of 20 inches be "fed" into the bypass. If one person is doing the printing, the paper may be inserted after the print job is sent. However, the programming for banner Printing must be performed at the onset of the operation.

SELLING POINTS

- Allows Party Stores to create banners for all occasions, providing a highly viable added source of income.
- Enables various departments within a company to create signs for different events.
- Enables all customers to create their own form of advertising or announcements.

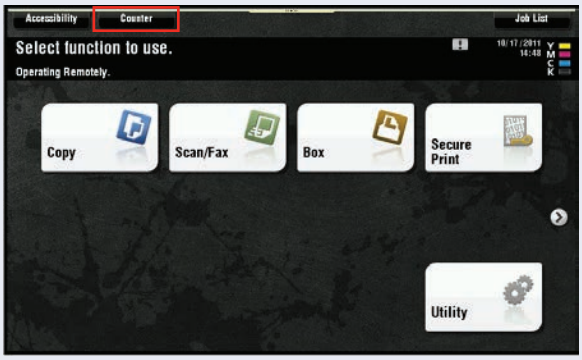
EDUCATIONAL VERTICAL MARKETS

Useful Tips:

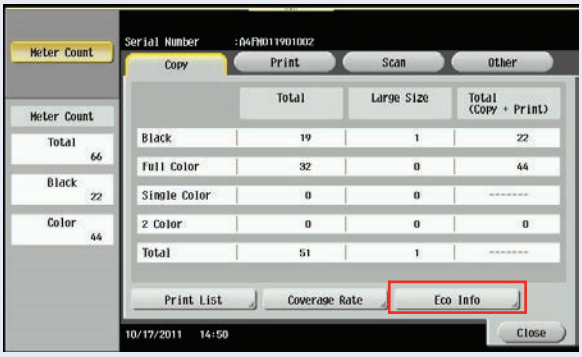
- Enable departments and schools to create signs and advertising for school/university events.

Access the Eco-Indicator

1. At the **Home** screen touch **Counter**.

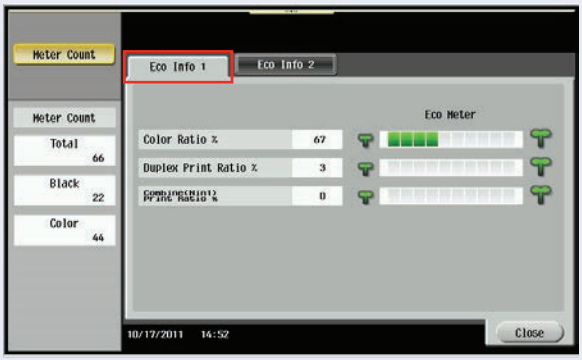


2. On the **Meter Count** screen touch **Eco Info**.

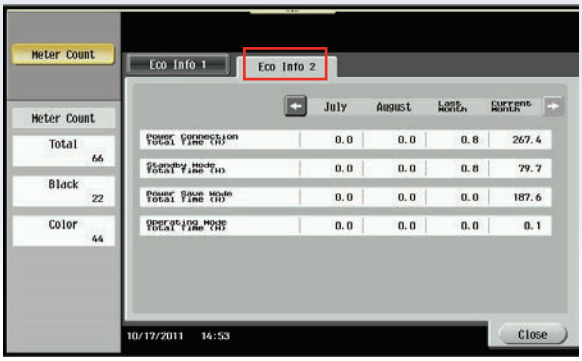


3. **Tab 1** indicates how **Green** the usage of the **MFP** has been.

NOTE: bizhub monochrome MFPs will not display "Color Ratio %" Eco Information.



4. **Tab 2** provides **Power Mode** information.



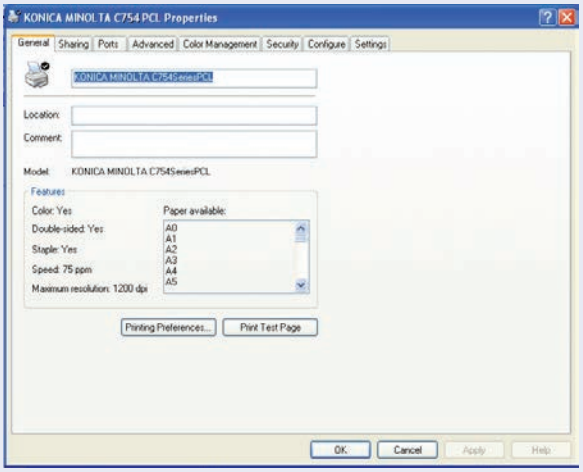
Saving a Custom Paper Size in the Print Driver

APPLICATION

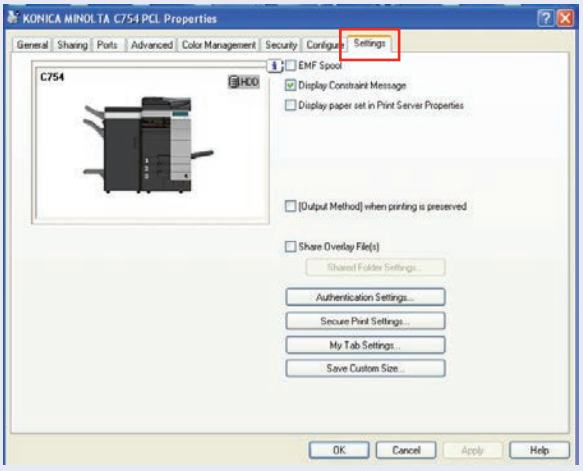
A user can set up a custom paper size and have it appear in the print driver as a paper choice for printing specialized jobs.

PROCEDURE

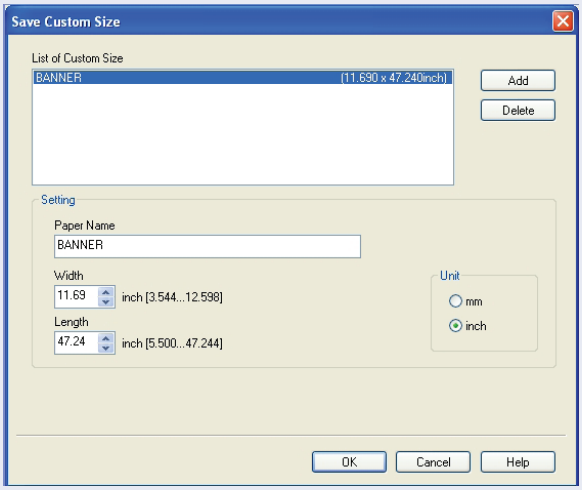
1. From the computer desktop screen click **Start**.
2. Click on **Printers and Faxes**.
3. Find the MFP and right click and select **Printer Properties**.



4. Click on the **Settings** tab.

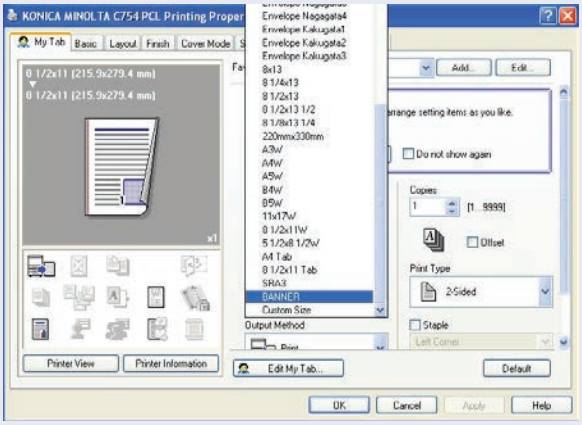


5. Select **Save Custom Size**.



6. Click **Add** and type the paper name: in this case **Banner**.
7. Type in the dimensions of the paper: width **11.69"** and length **47.24"**.
8. Click **OK** twice to exit printer settings.

   To verify the paper size is in driver.



9. Right click on **Printing Preferences** for the same MFP.
10. Click the dropdown for **Original Size**.
11. Scroll to find the new paper size.

Setting Up Account Track at the MFP

Pre-requisites:

No originals will be required. The objective of this job shop is to instruct you in setting up Account Track at the MFP. Account Track must be enabled at the MFP in order to use the Account Track via the Print Driver (instructions provided in a separate Job Shop). It is also necessary to enable Account Track in the Print Driver (instructions provided in a separate Job Shop).

APPLICATION

The ability to track usage by end-user is a requirement in those environments that wish to track costs or chargeback the end user and/or department. When Account Track has been enabled on the device, the user will need the proper credentials to print to the device in order for the prints to be applied against the limit that has been established for them. If no limit has been set, then account track is used to track the number of copies and/or prints that have been generated.

AT THE MFP

If not on the **Home** screen touch the **Menu** key on the **Control Panel** .

1. Touch the **Utility** icon.
2. Touch **Administrator Settings**.
3. Enter **Password** (default is **1234567812345678**) and touch **OK**.
4. Touch **User Authentication/Account Track**.
5. Touch **General Settings**.
6. Touch **Account Track**.
7. Touch **ON**.
8. Touch **Account Track Input Method**.
9. Touch **Account Name & Password** (Password Only selection is also available).
10. Press ↓ to program “When # of Jobs Reach Maximum” setting.
    a. Touch **Stop Job** (when user reaches their established job limit, their jobs will cease printing).
    b. Touch **OK**.

11. When prompted *"Are you sure you want to clear all data?"*, press **Yes**.
12. Touch **OK** and you will get a message indicating that the data is being processed. When the message clears, proceed with the next step.
13. Touch **Account Track Settings**.
14. Touch **Account Track Registration**.
15. Select available Registration Key 001-1000. Select **001** (pick a different registration key if this one is not available).
16. Touch **Edit**.
17. Touch **Account Name** and enter **Marketing**.
18. Touch **OK**.
19. Touch **Password** and enter test.
20. Touch **Password Confirmation** and enter test.
21. Touch **OK**.
22. Touch **Close 5x**.

EDUCATIONAL VERTICAL MARKETS

Useful Tips:

- Track printing and copying by department and users with account tracking you can set up accounts with usernames and passwords by department, school, teacher or user and track copy limits, set printing limits and color printing capabilities.

Enabling Account Track via the Print Driver

Pre-requisites:

Account Track must be enabled at the MFP in order to use the Account Track feature available in the driver.

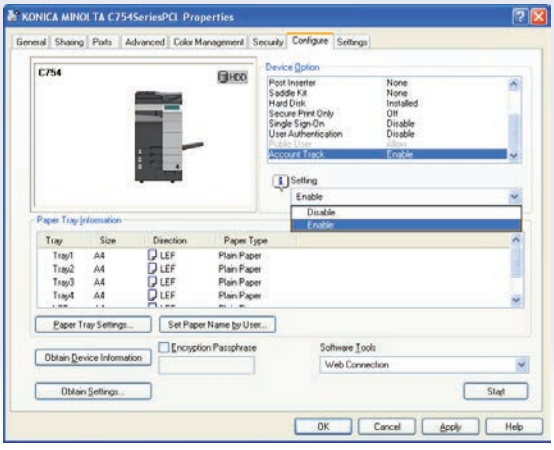
APPLICATION

The ability to track usage by end-user is a requirement in those environments that wish to track costs or chargeback the end user and/or department. When Account Track has been enabled on the device, the user will need the proper credentials to print to the device in order for the prints to be applied against the limit that has been established for them. If no limit has been set, then account track is used to track the number of copies and/or prints that have been generated.

This setting allows the user to set the account track information in the Print Driver Properties screen so that the user doesn't have to enter their credentials every time they send a print job to the device.

The steps required to access the Printer (and Fax) Settings will vary based on the Windows operating System.

1. Click **Start**.
2. Click **Settings**.
3. Click **Printers And Faxes**.
4. **Right Click** on desired bizhub MFP Printer.
5. Select **Printer Properties**.
6. Select **Configure Tab**.
7. Highlight **Account Track** in Device Option window.
8. In the Setting Menu, select **Enable** (If Account Track has been enabled at the MFP, this setting will already be enabled in the Print Driver).
9. Click **OK**.
10. Exit from **Printer and Faxes**.

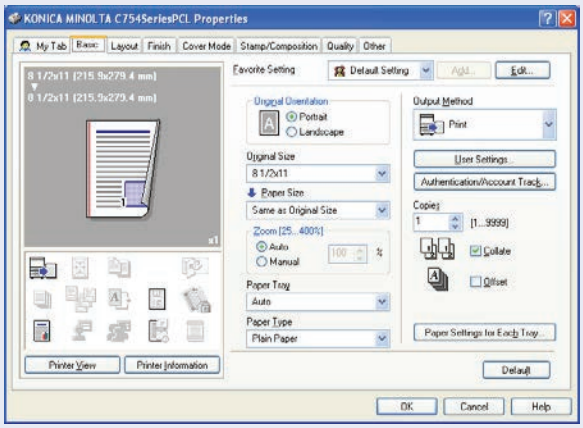


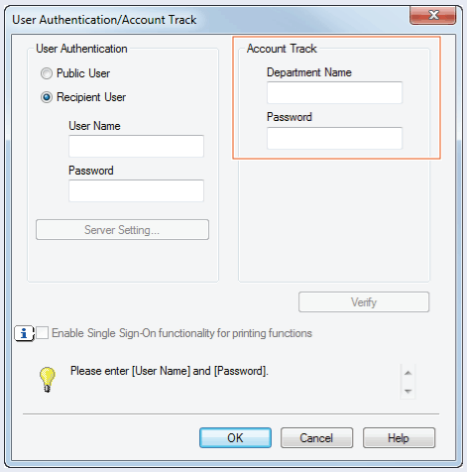
Using Account Track from the Print Driver (From the PC)

Pre-requisite:

Account Track must be enabled at the MFP.

1. From the application (Word, Excel, PPT, etc.), select **File Print**.
2. Select **MFP PCL Driver**.
3. Click **Printer Properties**.
4. Click **Basic** tab.
5. Click **Authentication/ Account Track**.
6. Enter Marketing in the **Department Name** field.
7. Enter test in **Password** field.
8. Click **OK** in the **User Authentication/Account Track Print Driver** screen.
9. Click **OK** in the **Basic Tab Print Driver** screen.
10. Make desired **Print Settings** (All pages, current page, number of copies, etc.).
11. Click **Print**.





Setting Up User Authentication at the MFP (Restrict Public Access)

Pre-requisites:

No originals will be required. The objective of this job shop is to instruct you in setting up an authorized user to provide them access to the MFP. This step is required in order to access User Authentication via the Print Driver. User Authentication is set up via Administrator Setting so you will need the Administrator password. The default Administrator password is 1234567812345678.

APPLICATION

User Authentication will allow Administrators and/or Office Managers the ability to set up "passwords" and "user names" that will permit authorized end-users access to the MFP. This will eliminate any unwarranted copying use of the unit from the MFP control panel.

AT THE MFP

If not on the **Home** screen touch the **Menu** key on the **Control Panel** .

1. Touch the **Utility** icon.
2. Touch Administrator Settings.
3. Enter **Password** (default is **1234567812345678**) and touch **OK**.
4. Touch **User Authentication/Account Track**.
5. Touch **General Settings**.
6. Touch **User Authentication**.
7. Touch **Authenticate**.
   a. Touch **ON (MFP)** as the Authentication Method.
   b. Touch **OK**.
8. Touch **Public User Access**.
9. Select **Restrict**.

The Authentication Method will vary based on customer's needs. Overall, user authentication set up is the same. However, additional settings are required when External Server, MFP + External Server or Enhanced Server are selected as the User Authentication Method since communication with a server is required. Please refer to User's Manual for details and consult with Network Administrator.

10. Touch **OK**.
11. When prompted *"Are you sure you want to clear all data?"*, press **Yes**.
12. Touch **OK** and you will get a message indicating that the data is being processed. When the message clears, proceed with the next step.
13. Touch **User Authentication Settings**.
14. Touch **User Registration**.
15. Select available Registration Key 001-1000. Select **001** (pick a different registration key if this one is not available).
16. Touch **Edit**.
17. Touch **User Name** and enter **Mark**.
18. Touch **OK**.
19. Touch **Password** and enter **KMBS**.
20. Touch **Password Confirmation** and enter **KMBS**.
21. Touch **Email** and enter **Email Address** (i.e. mark@kmbs.com).
22. Touch **OK**.
23. Touch **Function Permission** and enter **Function Permission Settings**.
24. Touch **OK**.
25. Touch **OK**.
26. Continue with steps #15-#25 until all authorized users have been registered.
27. Touch **Close 5x**.

Enabling User Authentication via the Print Driver

Pre-requisites:

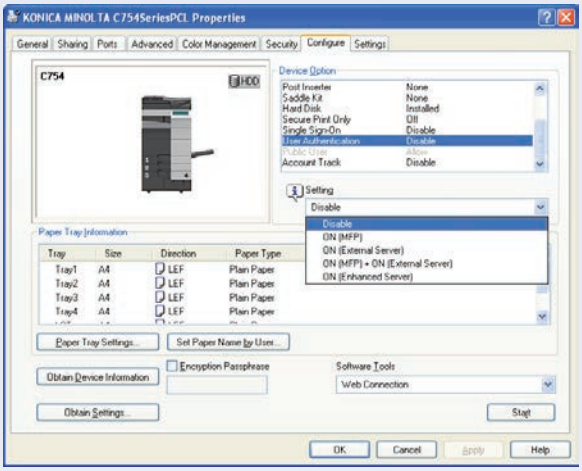
User Authentication must be enabled at the MFP and in the Printer Driver Properties Menu in order to use the User Authentication feature available in the driver.

APPLICATION

The ability to restrict access to authorized users is a requirement in those environments that want to prevent unauthorized users from using the MFP or keep track of who is using the device.

1. Click **Start**.
2. Click **Settings**.
3. Click **Printers And Faxes**.
4. **Right Click** on desired bizhub MFP Printer.
5. Select **Printer Properties**.
6. Select **Configure**.
7. Highlight **User Authentication** in Device Option window.
8. In the **Setting Menu**, select the desired Authentication Method: **ON (MFP)**, **ON (External Server)**, **ON (MFP)+ON (External Server)** or **ON (Enhanced Server)**.
9. Click **Settings Tab**.

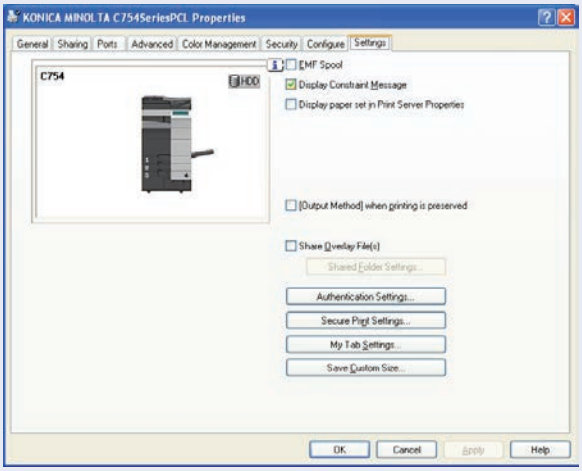
The steps required to access the Printer (and Fax) Settings will vary based on the Windows Operating System.



10. Click **Authentication Settings**.

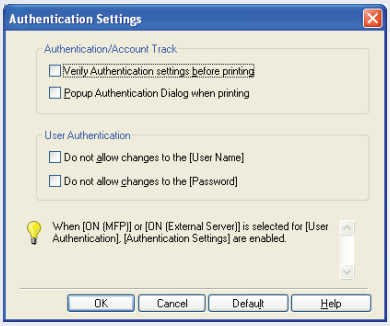
11. Click **Verify Authentication Settings Before Printing**.

Authentication Settings selected will vary depending on customer's needs.



12. Click **Popup Authentication Dialog When Printing**.

13. Click **OK**.

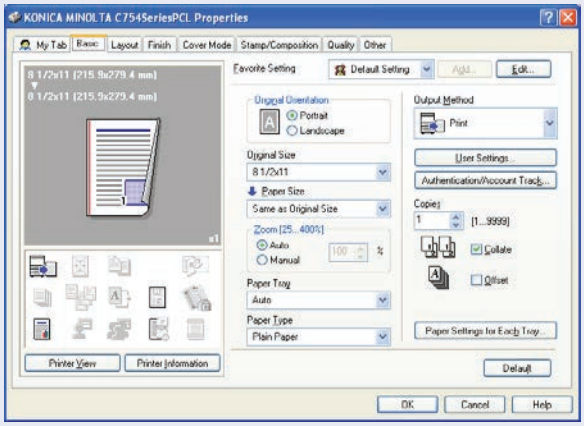

Authentication Settings
Authentication/Account Track
Verify Authentication settings before printing
Popup Authentication Dialog when printing
User Authentication
Do not allow changes to the [User Name]
Do not allow changes to the [Password]
When [ON (MFP)] or [ON (External Server)] is selected for [User Authentication], [Authentication Settings] are enabled.
OK
Cancel
Default
Help

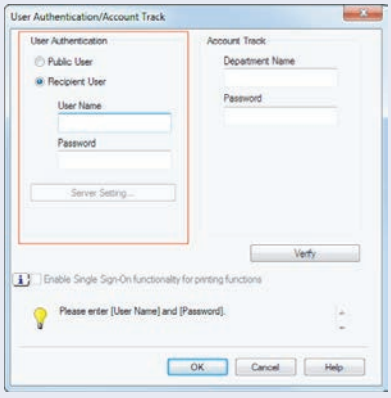
Using User Authentication from the Print Driver (from the PC)

Pre-requisite:

User Authentication must be enabled at the MFP.

1. From the application (Word, Excel, PPT, etc.), select **File Print**.
2. Select **MFP PCL Driver**.
3. Click **Printer Properties**.
4. Click **Basic** tab.
5. Click **Authentication/ Account Track**.
6. Enter **Marketing** in the **User Name** field.
7. Enter test in **Password** field.
8. Click **Verify** to ensure that the MFP recognizes you as an authorized user. If the verification process is not successful, it alerts you that something is not set up correctly and prevents you from walking up to the device to find out your print job did not print.
9. Click **OK** in the **User Authentication/Account Track Print Driver** screen.





10. Click **OK** in the **Basic Tab Print Driver** screen.
11. Make desired **Print Settings** (All pages, current page, number of copies, etc.).
12. Press **OK**.